



## Meeting Minutes

### August 7, 2014

#### Members Present

Chairperson Bill McConnell, Mr. Scott Feeny, Mr. Scott Reske, Commissioner Scott Sanders, Dr. Stacy Townsley, and Mr. Andrew VanZee

#### Members Absent

None.

#### Staff Present

Ms. Jackie Dowd and Mr. Shane Hatchett

#### I. Call to Order

Chairperson McConnell called the inaugural meeting to order at 1:30PM. Mr. Hatchett called roll and a quorum was established.

#### II. Chair's Welcome and Introductions of the Committee

Chairperson McConnell welcomed the members to the meeting and began brief introductions.

#### III. Nominees for the INK Executive Director

Chairperson McConnell advised that the Governance Committee met in Executive Session immediately preceding the meeting in order to receive information about applicants for the INK Executive Director position. He presented the proposed slate of nominees from the Executive Session, which consisted of Dr. Jack Powell, Karen Jones, and Jeffrey Hudnall. Pursuant to the Open Door Law, final action must occur in a public meeting. Mr. Reske motioned to approve the slate of nominees for the Governor's consideration; the Mr. VanZee seconded. The motion passed unanimously. Committee staff were charged with forwarding the names to the Governor on behalf of the Committee.

#### IV. Approve Electronic Participation Policy

Chairperson McConnell introduced the Electronic Participation Policy drafted by staff to allow Committee members to participate when they were not able to attend physically. Mr. Reske had concerns with the seven-day advance notice; discussion continued until Mr. VanZee motioned to change the advance notice to two business days and approve the policy. Mr. Feeny seconded and the motion was passed unanimously. Committee staff will update the policy as instructed and post on the website.

**V. Data Governance Discussion**

Mr. Hatchett mentioned that he had been working with the agency partners to discuss a framework for governance. The agencies have tapped into their resource networks and shared best practices from other states. In collaboration with the agencies, he developed a conceptual framework for the Indiana Network of Knowledge, which he discussed. Specifically of note were the technical group and the research group that would complement the work of the Governance Committee and Executive Director. Members discussed the framework and proposed membership. Mr. Hatchett reiterated that this was only a discussion item and no action would be taken today.

**VI. Staff Updates****(a) Procurement**

Mr. Hatchett shared with the Committee that RFP 14-115 is currently underway, which is the culmination of effort from the Career Council's IWIS Taskforce. The review committee consists of David Galvin from the Indiana Department of Education (IDOE), Dr. Stacy Townsley from the Commission for Higher Education (CHE), Allison Leeuw from the Department of Workforce Development (DWD), and David Fox from the Indiana Office of Technology (IOT). Advisors to the review committee include Carol Rogers from the Indiana Business Research Center (IBRC), Dr. Jim Landers from the Legislative Services Agency, and Scott Feeny from the Independent Colleges of Indiana. The next steps will be to shortlist vendors and conduct a best and final offer round of negotiations. Mr. Hatchett will provide additional updates in September.

**(b) INK Statute and Role of Governance Committee**

Mr. Hatchett distributed a copy of I.C. 22-4.5-10 and a synopsis of House Enrolled Act 1003-2014. He encouraged Committee members to review it to fully understand their legislative charge and upcoming deadlines. Dr. Townsley mentioned that it might be helpful to have discussions of best practices and alternative forms of data governance going forward.

**(c) Data Requests and Memoranda of Understanding**

Mr. Hatchett gave the Committee copies of the current memorandum of understanding in place with IDOE, CHE, DWD, and IBRC. A list of data requests for the past two calendar years was compiled by IBRC and distributed to the Committee. The current MOU is in place until 2015, but it does not take into consideration the new statute or INK Governance Committee. Mr. Hatchett mentioned that he would need guidance from the Committee before the next meeting on how to proceed.

**VII. Adjourn**

Chairperson McConnell entertained a motion to adjourn from Commissioner Sanders; Mr. Reske seconded. The meeting adjourned at 2:25PM.